

Lee County Government Full Time Position Announcement:

Elections Specialist

Department: Elections

Pay Range: \$28,912 to \$44,812

Grade: 59

General Definition of Work

Performs administrative support work including scanning and processing registration applications, distributes incoming and outgoing mail, provides customer service, processes registration applications, maintains registration records in the database, provides general clerical support to the office, prepares monthly activity reports, assists with preparations for elections, prepares and analyzes written or computer data and related work as apparent or assigned.

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques, thorough knowledge of business English and spelling, general knowledge of arithmetic, some knowledge of County and department programs and policies; general knowledge of the use of a multi-line telephone system, ability to read and understand basic state policies and procedures of limited scope and difficulty, ability to type accurately at reasonable rate of speed, ability to operate standard office and computer equipment and strong knowledge of Microsoft Word and Excel; ability to establish and maintain effective working relationships with associates, customers and the general public.

Education

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Associates Degree preferred.

APPLICATION PROCESS

Submit a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Applications must be received by August 13, 2021 at 5:00pm. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.** www.leecountync.gov